

***MyEducation BC* User Guide**

for Elementary Teachers

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School District #28 (Quesnel)

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Getting Started

LOGGING INTO MYED

Log into MyEd by selecting MyEd from the SD28 home page or by pressing Ctrl-Alt-M on any school district computer. You will need to enter your login ID and password. Your login ID will be something like johnsmith28. Note that no capital letters should be used.

If it is your first time you will need to login using the temporary password you were provided and then enter a new password. The requirements for a password are shown at the right.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

These are acceptable passwords: Sitting4\$, Cloudy_2day, F8ful_day and Work_4me. These are not: sitting4\$ (no capital), Cloudy2day (no symbol), F8ful_d (too short) and Work_forme (no number).

The second time you log in you will need to enter your email address and a question/answer combination. These will be used in the very unlikely case that you forget your password. You can just click the *Forgot my password* link on the login page and will be sent an email allowing you to enter a new password. These can be changed through the preferences option (see below).

NAVIGATING IN MYED

Most navigating in MyEd is with a series of tabs along the top (called top-tabs) and tabs down the left side (called side-tabs). There may also be sub-tabs along the top and down the side.

The screenshot shows the MyEd interface for the 2014-2015 school year. At the top, there are 'Top-tabs' for Pages, My Info, Student, Attendance, Gradebook, Planner, and Tools. On the left, there are 'Side-tabs' for Details, Contacts, Attendance, Conduct, Transcript, Assessments, Schedule, Membership, Transactions, and Documents. The main area displays a table of student records. The table has columns for Name, Student ID, Birth Date, School, Grade, Teacher, and various scores. Annotations with arrows point to the 'Top-tabs', 'Side-tabs', 'Columns or fields', and 'Rows or records'.

Under the top-tabs are a few menu choices to perform actions specific to the screen. To the right are some tool icons that allow you to change what you see in the list. This list view is common in MyEd, consisting of rows (records) and columns (fields), similar to a spreadsheet.

At the very top are a personal settings bar and a Log Off button. Do not use the browser's red X to leave MyEd and never, ever use the browser's back button. You can hide those browser buttons by pressing F11.

SETTING YOUR PREFERENCES

You can configure a number of user preferences to make using MyEd faster and easier. On the settings bar, click *Set Preferences*. You will see multiple tabs but only need to worry about two of them.

General:

- Default locale = Canada (this sets the date format)
- Autosave interval (personal choice)
- Records per page (personal choice, depending if you like to scroll down or flip between pages)
- Warn on save (personal choice)

The screenshot shows the 'General' tab of the MyEd settings interface. It includes a 'Default locale' dropdown set to 'Canada', an 'Auto-save interval (minutes)' input field with the value '5', a 'Disable User-defined Help' checkbox, a 'List Options' link, a 'Records per page' input field with the value '150', a 'Show lower page controls' checkbox which is checked, and a 'Warn on save' checkbox.

Security:

Set your email address and a security question to allow a reset of your password in the very unlikely event you forget it.

Gradebook:

These settings are only relevant if you are using the MyEd gradebook to record your marks and will be covered in that section.

The screenshot shows the 'Security' tab of the MyEd settings interface. It includes fields for 'Primary email' (mariaelund@sc28.bc.ca), 'Alternate email', a 'Security question' dropdown (What is your father's middle name?), 'Security answer', 'Confirm answer', and a 'Password' field with a 'Change' link.

THE MYED TEACHER HOME SCREEN

The teacher home screen, also called the Pages screen, is highly configurable. As you use different MyEd features you will add more information to the page, but at first it includes only a space for announcements and a list of your classes. The list of classes includes each grade and subject area you teach. It also includes an area for Term Comments not specific to one subject area.

There are buttons to enter report card grades and comments and to send email to the students in a class and/or their parents. If there have been changes to the list of students in a class a button will appear to let you see those changes.

You will notice that there is a code for each class, something like MFR—05-3. This would refer to French, Grade 5 and Homeroom 3.








The screenshot shows the 'Teacher Classes' screen in MyEd. It features a table with columns: 'Classes Not Meeting', 'Grades', 'Posted', and 'Email'. The table lists several classes, including 'MEN-04-3 - ENGLISH', 'MEN-05-3 - ENGLISH', 'MFAR-04-3 - FINE ARTS 4', 'MFAR-05-3 - FINE ARTS 5', 'MFR-05-3 - FRENCH 5', 'MHCE-04-3 - HEALTH 4', 'MHCE-05-3 - HEALTH 5', 'MVA-04-3 - MATHEMAT', and 'MVA-05-3 - MATHEMAT'. The 'MFR-05-3 - FRENCH 5' class is highlighted. To the right of the table, there are buttons for 'Enter marks', 'Marks posted', 'Send Email', and 'See changes to class list'. The date 'Friday, November 7' is displayed at the top.

VIEWING STUDENT INFORMATION

Click the Student top-tab to see a list of the students in your homeroom. Click on a student name to see more demographic details for the student. Once a student is selected you can use the side-tabs to see other details about the student including their contacts, their attendance history, any conduct incidents, their academic history (transcript) and any documents (such as IEPs) associated with the student.


One of the columns shown in the student list is Alerts:

There are three types of alerts:

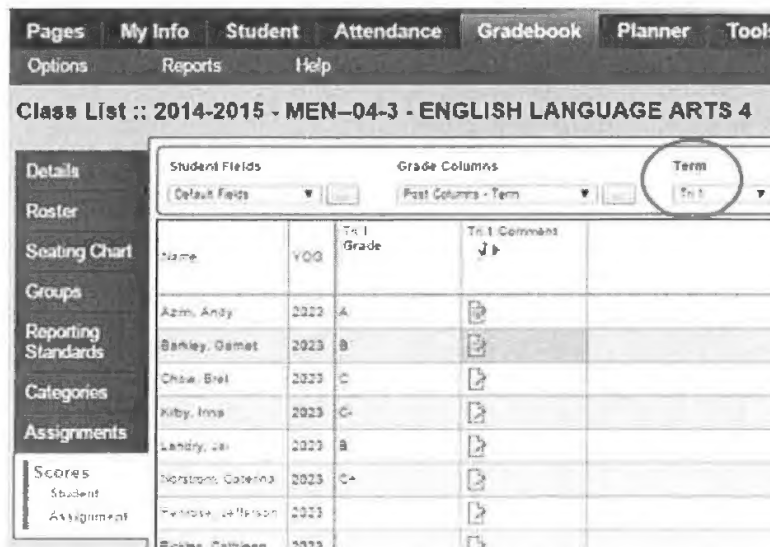
- Legal: entered only when a custody or restraining order or other legal document is on file 
- Medical: a life threatening medical condition 
- Other – Family: notes if the student is staying away from home or other family-related information 
- Other - Information: other information that requires an alert 
- Other – Health: a non-life threatening medical condition or other health-related information 
- Other – Student Services: An alert will appear here if the student is assigned a designation 
- Other – IEP: An alert will appear on the student list if an IEP is on file, but details cannot be seen here. 

ENTERING REPORT CARD MARKS AND COMMENTS (IF NOT USING THE MYED GRADEBOOK)


Marks and/or comments need to be entered for each course section you are teaching.

Start by clicking on the  icon under the Grades column beside the course section. You will see something like the screen shown here. You could have gone to the same place by clicking on the Gradebook top-tab and Scores side-tab.

At the top it shows you what course section and what term you are entering marks for. You can enter the term marks in the grade column. Note: you must enter the marks as capital letters. After entering each mark you can press the Enter or down arrow key to go down to the next student.



Name	YOG	Tr 1 Grade	Tr 1 Comments	Term
Azam, Andy	2023	A		Tr 1
Barkley, Gismet	2023	B		Tr 1
Chow, Bret	2023	C		Tr 1
Kirby, Inna	2023	C-		Tr 1
Landry, Jai	2023	A		Tr 1
Norstrom, Gabriela	2023	C+		Tr 1
Penrose, Jefferson	2023			Tr 1
Reid, Catherine	2023			Tr 1

To enter comments, click the  icon. Once you have entered a comment the icon will turn blue. If you want to enter a comment or part of a comment for all the students in the class, enter it for the first student in the list and then press Ctrl-D to copy it down to all the students.

There are three ways to enter comments. You can use a combination of these methods:

ENTERING COMMENTS MANUALLY

You can just type your comments into the box. Do not put a lot of effort into formatting the comment since the formatting may not show on the report card.

Student: Azim, Andy

Andy is making progress in Mathematics, and with a bit more effort he could do much better. He has small assignments to do at home almost every day, but he seldom has these assignments completed. While he knows most of his times tables he needs to practice every day to be able to do them quickly and consistently.

COPYING COMMENTS FROM A MICROSOFT WORD DOCUMENT

You can keep a personal bank of comments in a Microsoft Word document. Select the desired comment in the Word document and press Ctrl-C to copy it. Paste it into the MyEd comment box by right clicking and selecting *Paste as plain text*. This may require you use the Chrome web browser. Basic formatting such as a bulleted list will be retained and show on the report card.

Student: Chow, Bret

Undo (Ctrl+Z)
Redo (Ctrl+Shift+Z)
Cut (Ctrl+X)
Copy (Ctrl+C)
Paste (Ctrl+V)
Paste as plain text (Ctrl+Shift+V)

If you choose this method you will need to manually enter the student name and change words such as he/she and his/her to match the student.

Student: Chow, Bret

This term we have worked on the following topics in Mathematics:
• Place value
• Two digit multiplication
• Multiplication by 10, 100, 1000

SELECTING COMMENTS FROM THE COMMENT BANK

The district maintains a single bank of comments for use by elementary teachers. Teachers can also add comments to this bank, but comments added by a teacher cannot be seen or used by other teachers. The comments are categorized by three levels: Grade level, Subject area and Performance level. When looking for a comment you could specify Primary – Mathematics – High or Grade 7 – Science – Low. Comments also have an individual ID number, so if you have a list of comments you could search for individual comments by their ID number.

To select a comment from the bank, click the ◀ icon at the upper right of the comment box. Select the appropriate grade level, subject and performance level. Click on a comment to put it into the comment. Continue selecting comments from the bank and typing until you have completed the comment for the student. Once you have finished selecting from the bank, click the ▶ icon to allow you to see the whole comment.

Student: Abby, Anna

She can count to 20 on her fingers and toes

Grade Level: Primary
Subject: Math
Performance: High

Comments:

He can count to 10 on his fingers.
Primary Math High

He can count to 20 on his fingers and toes.
Primary Math High

POSTING MARKS TO REPORT CARD

When you have finished entering the marks and comments for a course section, click the *Post Grades* button. Until this is done, the marks and comments will not appear on the report card. Select the appropriate term (Tri 1, Tri 1 or Tri 3) and click OK. Once the marks are posted you will see a green checkmark on your front page. If you later make changes to any marks or comments you need to post again.

Class: MEN-04-3

Post Grades...

Add Assignment

Post Grades

Class: MEN-04-3 MATHEMATICS 4

Grade Term: Tri 1

Grades to post: Term grades for all students

OK Cancel

COMMENT-ONLY COURSE SECTIONS IN MyEd

Some courses in MyEd are not regular courses that require a mark. These course sections are used to put additional information on the report card.

Social Responsibility:

Primary students require a mark for Social Responsibility, but intermediate students do not. Intermediate teachers, however, may enter a Social Responsibility comment.

Daily Physical Activity (DPA):

No marks are entered for DPA. The only comments needed indicate if the student has met the requirements. These comments are in the comment bank under All – DPA.

Term Comments:

This is a place for teachers to make general comments on the student that are not specific to a subject area.

PRINTING REPORT CARDS

To print one or more report cards, select the Students top-tab and select the student(s). Then select Options - Show Selected. Select Reports – Report Cards – Kindergarten, Primary and Intermediate.

Be sure you have the appropriate report card type, year and term selected. Check the boxes to customize the report, usually as shown at right. Click Run.

The report cards will be generated as a PDF file. You can print one or more report cards by choosing the pages to print.

Report Cards - Kindergarten, Primary, Intermediate

Report Card Type	Intermediate
School year	2019
Term	Tr 1
Students to include	Current section
Search value	
Sort students by	Name
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input checked="" type="checkbox"/>
First Name Format	Prefixed
Last Name Format	Usual
Display School Message	<input type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Print on Both Sides	<input type="checkbox"/>
Include Term Comments	<input checked="" type="checkbox"/>
Hide Performance Scale if no Mark Entered	<input checked="" type="checkbox"/>
Print Performance Scale	<input checked="" type="checkbox"/>
French Language	<input type="checkbox"/>
Print on Legal Size Paper	<input type="checkbox"/>
Format	Adobe Acrobat PDF

Run Cancel

USING THE MYED GRADEBOOK

GRADEBOOK SETUP

The setup of the MyEd Gradebook is controlled clicking on Set Preferences in the upper right corner and selecting the Gradebook tab. The settings shown at right should work for most elementary teachers. Some settings you might want to change are:

If you want to group assignments into categories and assign each category a certain portion of the mark, you will want to choose Category Total Points for the default weighting.

For more details about these settings, see the appendix.

The screenshot shows the 'Gradebook' tab in the 'Set Preferences' window. The left pane lists various settings, and the right pane shows their current values. Settings include: 'Shade alternate lines' (checked), 'Track administrator updates' (checked), 'Tab direction' (Across), 'Show studies' (unchecked), 'Enable gradebook features' (checked), 'Assignment column order' (Date due (ascending)), 'Show points in headers' (checked), 'Show category names in headers' (checked), 'Publish assignment statistics' (unchecked), 'Show student alerts' (checked), 'Show course selection recommendation' (unchecked), 'Anchor averages' (unchecked), 'Missing Assignments' section with 'Show missing column' (unchecked), 'Count empty as missing' (unchecked), 'Show unscored' (checked), 'Averages' section with 'Default weighting' (Total points), 'Decimals' (0), 'Grade scale' (Provincial Intermediate Mark Scale), 'Semester cumulative average' (unchecked), and 'Cumulative average' (unchecked). 'Ok' and 'Cancel' buttons are at the bottom.

ADDING ASSIGNMENT CATEGORIES

Before you can start assignments for a class you need to create at least one assignment category.

Use the Gradebook top-tab and the Categories side-tab. Check the box beside one of your classes.

Click Options – Add to create a new category. You will only need one category unless you want to group your assignments when you calculate final grades. Keep the Code short as it can appear at the top of each column of the spreadsheet.

The Assignment Defaults section will set initial values for all the assignments you make – it is there to save you time in the future.

The screenshot shows the 'Class List' window for '2014-2015 - MEN-04-3 - ENGLISH LAN'. The 'Categories' side-tab is selected. The 'Assignment Defaults' section is visible, showing settings for 'Grade Scale > Name' (Provincial Intermediate Mark Scale), 'Entry mode' (Both), 'Total points' (100), 'Extra credit points' (0.0), 'Score cannot be dropped' (unchecked), and 'Visibility type' (Private). 'Save' and 'Cancel' buttons are at the top and bottom of the section.

For the grade scale, select Provincial Mark Scale. Entry mode can be numbers, letters or both. Total point should be the maximum score that you usually use for assignments. Leave the visibility type set to Private.

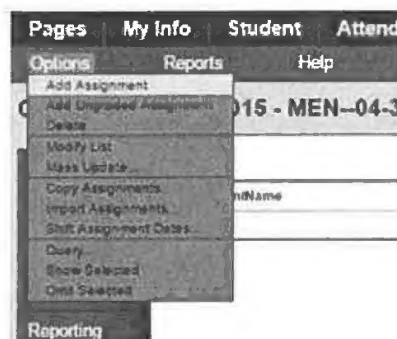
You can also import the categories you have set up in a different class using Options – Import Categories.

ADDING ASSIGNMENTS

To add a new assignment use the Gradebook top-tab, Assignments side-tab and select the Options menu, then Add Assignment. (You can also add assignments from the spreadsheet.)

When you select a category for the assignment, all the default settings you made in that category will be filled in. Enter a short column name and a longer, more descriptive name. The date assigned and date due can be the same if you want. The assignments in the spreadsheet will be ordered by the due date.

Check that the total points for the assignment is correct. The other settings can probably be left as their default values. Note that you can also import assignments from other classes or other years using Options – Import Assignments



Class List :: 2014-2015 - MEN-04-3 - ENGLISH LANGUAGE ARTS 4 :: Poem Writing #1

Save Cancel (Default Template)

General Portal Description Standards

Details
Roster
Seating Chart
Groups
Reporting
Standards
Categories
Assignments
Details
Scores

Classes * 15 - MEN-04-3 (selected)

Category * Assignments

GB column name * Poem 1

Assignment name * Poem Writing #1

Date assigned * 8-25-2014

Date due * 8-28-2014

Total points * 10.0

Online submission

Open date

Close date

Options

Extra credit ☐

Extra credit points 0.0

Sequence number 0

Score not droppable ☐

Visibility type Private

Entry mode Both

Grade Scale Provincial Intermediate Math Scale

Grade Term * Tr 1

Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

ENTERING ASSIGNMENT MARKS

Select the Scores side-tab to see the marks spreadsheet. Select the appropriate term and select All in the Grade Columns field. You should see a column for each of your assignments in the class.

The column heading tells you the short name of the assignment, the due date, the category and the total points. There will be icons to show that both the assignment and the marks are private and not shared online with parents or students. There is also an icon to show that you have not locked the column from further editing.

Click in a column and enter marks. Normally these would be numbers, but it is also possible to enter letter grades. To copy one mark down for the whole column click Ctrl-D. As you enter marks the term averages will show in the column at the right and the assignment average will show at the bottom.

Student Fields	Grade Columns	Term
Default Fields	Category Assign	Tri 1
Name	Intro 09/23 Assign 10 pts	Poem 1 09/25 Assign 10 pts
Azmi, Andy	2023	6
Barkley, Gariel	2023	7
Chow, Bret	2023	4
Kilby, Ima	2023	3
Landy, Jai	2023	7
Norstrom, Caterina	2023	6
Peterson, Jefferson	2023	6
Pickles, Cathleen	2023	3
Roma, Willie	2023	10
Van, Gerald	2023	7
Vonoski, Cam	2023	3
Zawn, Ismael	2023	5
Average score	6.0 F	7.0 F

POSTING MARKS TO REPORT CARD (END OF TERM)

Once all assignment marks are entered at the end of term the final mark must be posted to the report card. This involves two steps:

- Update Post Columns

In the Grade Columns field, select select Post Columns – Term. This will take you through a wizard that will populate the marks for that term.

- Post Marks to Report Card

Once all marks and comments are complete, click the *Post Grades* button. Select the appropriate term (Tri 1, Tri 1 or Tri 3) and click OK. Once the marks are posted you will see a green checkmark on your front page. If you later make changes to any marks or comments you need to post again.

Grade Columns	Post Columns - Term
Tri 1	Tri 1 Com
Azmi, Andy	2023
Barkley, Gariel	2023

Class: MMA-04-3 - MATHEMATICS 4

Grade Term: Tri 1

Grades to post: Term grades for all students

OK Cancel

APPENDIX - MYED GRADEBOOK PREFERENCES

The MyEd Gradebook preferences determine not only how the gradebook looks, but also how it calculates the final grade for a course.

- Shade alternate lines (Changes look of spreadsheet.)
- Track administrator updates (A blue exclamation mark appears next to any grades or comments changed by an administrator.)
- Tab direction (Move Down or Across when Tab key is pressed.)
- Show studies (Adds rosters for advisory or study periods – probably not used.)
- Enable gradebook features (MUST be checked, or nothing works.)
- Assignment column order (Ascending displays oldest assignments at left. Descending displays most recent assignment at left. Sequence number displays assignments in sequence assigned by the teacher.)
- Show points in header (Displays total points for an assignment in the column header.)
- Show category names in header (Displays abbreviated category code in the assignment column header, such as HW, Test, etc.)
- Publish assignment statistics (Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. May be determined at the district level.)
- Show Student Alerts (Displays alert icons next to student names.)
- Show course selection recommendation (Not used – leave unchecked.)
- Anchor averages (Displays running average for the marking period in the column to the right of student's names.)
- Missing Assignments
 - Show missing column - If you create special codes that you enter for missing assignments, select this checkbox to view the Missing column on the Scores page. For each student, the Missing column includes assignments entered using special codes. Note: This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or Enterprise views.
 - Count empty as missing - If you selected the Show missing column checkbox, select this checkbox to count any assignments that were due before today, and that you have not entered scores for, as missing. Note: You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the Missing column will include scores for assignments you have not graded yet.

The screenshot shows the 'Gradebook' tab of the 'MyEd Gradebook Preferences' dialog box. The dialog has four tabs: 'General', 'Security', 'Gradebook', and 'Communication'. The 'Gradebook' tab is active, showing a list of preferences on the left and their corresponding settings on the right. The settings include checkboxes for 'Shade alternate lines', 'Track administrator updates', 'Enable gradebook features', 'Show points in headers', 'Show category names in headers', 'Show student alerts', 'Show course selection recommendation', 'Anchor averages', 'Show missing column', 'Count empty as missing', 'Show unscored', and 'Cumulative average'. There are also dropdown menus for 'Tab direction' (set to 'Across'), 'Assignment column order' (set to 'Date due descending'), 'Default weighing' (set to 'Total points'), and 'Grade scale' (set to 'Provincial Intermediate Mark Scale'). The 'Missing Assignments' section is expanded, showing the 'Show missing column' and 'Count empty as missing' options.

Preference	Setting
Shade alternate lines	<input checked="" type="checkbox"/>
Track administrator updates	<input checked="" type="checkbox"/>
Tab direction	Across
Show studies	<input type="checkbox"/>
Enable gradebook features	<input checked="" type="checkbox"/>
Assignment column order	Date due descending
Show points in headers	<input checked="" type="checkbox"/>
Show category names in headers	<input checked="" type="checkbox"/>
Publish assignment statistics	<input type="checkbox"/>
Show student alerts	<input checked="" type="checkbox"/>
Show course selection recommendation	<input type="checkbox"/>
Anchor averages	<input type="checkbox"/>
Missing Assignments	
Show missing column	<input type="checkbox"/>
Count empty as missing	<input type="checkbox"/>
Show unscored	<input checked="" type="checkbox"/>
Averages	
Default weighing	Total points
Decimals	0
Grade scale	Provincial Intermediate Mark Scale
Semester cumulative average	<input type="checkbox"/>
Cumulative average	<input type="checkbox"/>

- Default weighting – This setting is significant as it sets the default mark calculation for the gradebook. Note however, that this setting can be overridden at the course Category or Assignments levels as it is strictly a default. An explanation of each of the settings is provided below, as well as in the online help system.
- Select **Total Points** to calculate averages by dividing the total points a student earns by the total number of points possible, regardless of category; assignments are not converted to percentages. For example, a student receives 10/10, 9/10, 8/10 for Assignments, and 7/10, 8/15 for Tests. The student's average is $42/55 = 76\%$. (This is the simplest method of calculating final grades and should be used unless you want something more complicated.)
- Select **Category Total Points** to use total points calculation for individual assignments within categories that are weighted. For example, a Homework category is weighted at 25%. Within the Homework category are assignments; 8/10, 7/10, 12/15 for a total of 27/35 possible points or 77%. This value is then multiplied by the category weight $77 \times .25$ in calculating the term average. (This is the simplest method if you want to group your scores.)
- Select **Categories Only** (weighted categories) if you want to weight only the categories in your gradebook, assignments are averaged within each category. For example, if you create three categories: Homework, Tests, and Quizzes. All homework assignments are calculated as a percentage and averaged, as are all tests and quizzes. To determine student term averages, Homework might be set to 25% of the grade, Tests 50% of the final grade, and Quizzes worth 25% of the final grade. (Note: with this method a test marked out of 10 and another test marked out of 100 both count the same towards the final mark unless you manually weight each assignment.)
- Select **Category and Assignments** (weighted) if you want to weight both categories and assignments within those categories. Assignments are weighted first after converting to percentages and then multiplied by the weighted value. For example, a student's homework average is worth 25% of the term grade, but each assignment within the category is weighted differently. Perhaps a reading homework assignment is weighted as 1, and an intensive writing homework assignment 3. The marks will first be converted to a percentage and then multiplied by the set values. (This seems overly complicated for elementary school use.)
- Decimals (Determines how many decimal points to use in calculating grades. Impacts averages in Gradebook only.) 0 or 1 should be enough.
- Grade scale (Our district uses only one grade scale for intermediate classes.)
- Semester Cumulative Average - Select this checkbox to show a semester cumulative average. Students and family can view this column in the Student and Family views.
- Cumulative Average - Select this checkbox to show an overall course cumulative mark calculation. Selecting this option along with a default weighting of Category Total Points produces a total cumulative mark calculation. Note: this option is only available if the School > Preferences > Grades has Semester Cumulative Average and Overall Cumulative Average checked.